



Opening Plan

2021-2022



311 Flower City Park
Rochester, NY 14615

August 16, 2021

Table of Contents

General Information	3
Opening Plan Guiding Principle for 2021-2022	3
Plan Development	3
Opening of School Facilities for In-Person Instruction	3
Background.....	4
Capacity Assessment	4
Enrollment.....	4
PPE and Face Coverings	4
Social Distancing.....	5
Teaching and Learning.....	6
Instructional Program.....	6
Attendance	7
Preschool and Kindergarten	7
Grades 1-6	8
Classrooms	8
Specials.....	9
Other Procedures/Plans for all Levels.....	9
Other Areas	10
Vulnerable Populations and Accommodations	10
Social Emotional Learning.....	11
Child Nutrition Program and Services	12
Extracurricular Programs	13
Facilities.....	13
Transportation.....	14
Communications.....	14
Monitoring of Health Conditions	15
Containment of Potential Transmission of the 2019 Novel Coronavirus (Covid-19).....	16
Return to In-Person Learning.....	17
Contact Tracing.....	17
Closure of School Facilities and In-Person Instruction, if Necessitated by Widespread Virus Transmission.....	17
Resources	18

General Information

Name of School:	Nazareth Elementary School
Address:	311 Flower City Park, Rochester, NY 14610
BEDS Code:	261600166206
Principal:	Sr. Margaret Mancuso, SSJ
Person Responsible for Opening	
Name:	Sr. Margaret Mancuso, SSJ
Email Contact:	mmancuso@nazarethschools.org
Phone Contact:	585.458.3786
Intended Start Date:	August 31, 2021
Date Plan Revised:	August 16, 2021

Opening Plan Guiding Principle for 2021-2022

In every decision made throughout the planning process for the new school year, the health and safety of our students, families, and staff has been our primary focus. This opening plan has been developed using the most recent guidance from the NYS Education Department, the Centers for Disease Control and Prevention, DC and the American Academy of Pediatrics. *This plan is a fluid document to be updated as needs change during the school year.*

Plan Development

A **Core Committee for the reopening of Nazareth Elementary** was formed in mid-May 2020. The members of this Core Committee included: principal, administrative assistant, business manager, three teachers (one each from the primary, intermediate and Specials departments). The Core Committee met weekly through Zoom meetings until later June 2020. Meetings continued in person after that with all wearing masks and using social distance seating. Most weeks, the members were in touch multiple times through emails also. This committee reviewed and discussed the mandates and recommendations in the various areas as guidance documents became available.

As plans progressed, subcommittees were formed that involved more faculty. Their input was necessary for studying classroom spacing, placement of rooms, building layout, and directional procedures. All work of the subcommittees was sent back to the Core Committee for further discussion.

This updated plan follows not only the August 2021 recommendations from the NYSED, and the latest recommendations from the CDC and the American Academy of Pediatrics, but comes from our lived experience being open for full-time instruction during the 2020-2021 school year.

Opening of School Facilities for In-Person Instruction

After reviewing the strengths and challenges of this past school year during the pandemic, and holding many discussions among the staff, it was decided that opening for in-person

instruction in September is our only choice and best for the overall academic, social, and emotional growth and development of our students. Only a medically fragile student would be an exception to in-person instruction.

Background

We are a small private Catholic city school owned and operated by the Sisters of St. Joseph (1871 was the founding of the first Nazareth school in the Diocese of Rochester.) Poverty is great in this area and 90% of our families need financial aid. Four years ago, Nazareth Elementary moved into a former Catholic school building and our school became a tenant, paying rent to Sacred Heart Cathedral parish.

Capacity Assessment

The top priority during the planning and updating process is always maintaining the health and safety of the entire school community. The development of and revisions to the plan took into consideration the following factors:

- Enrollment of our school, grade by grade
- Number of faculty and staff
- Use of face coverings and PPE by all
- Ability to maintain appropriate social distance in all classrooms and other areas
- Square footage of building and usable square footage of current classroom configurations
- Availability of two additional rooms that were used by the parish on Sundays

Enrollment

Nazareth Elementary School's small enrollment was to our advantage for reopening in September 2020 and remains so today. We monitored registrations closely throughout the spring and summer of 2021 with a cap established for each grade level to allow for proper and safe distancing. There were waiting lists started as needed.

Even though we know the building well, floor plans were studied carefully by a subcommittee last summer and additional measurements were taken. There were numerous discussions to determine which rooms might need to relocate for proper social distancing.

Classrooms are large so, except for Grade 3 this coming year, all rooms can accommodate the enrollment numbers with desks properly distanced six feet apart. There were two sections of Grade 2 last year, so there will be two sections of Grade 3 this year. Extra tables and bookcases were removed to accommodate the requirements.

PPE and Face Coverings

Nazareth adopted protocols and procedures consistent with public health guidance for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds and in the school facility. Specifically, appropriate PPE means, at least, an acceptable face covering, which must cover nose, mouth, and chin.

Face coverings (covering nose, mouth, and chin) are to be worn by all students and staff, vaccinated or not, at all times. Nazareth will provide students with opportunities to remove their face coverings during meals and snack times. There can be short mask breaks out on the playground with students spread out,

and in their designated personal spaces in the gym, as long as they maintain appropriate six feet of social distance.

All staff are required to wear appropriate face coverings. The only time a mask comes off or down is when a person is working alone in an office or classroom, is at lunch or on a coffee break. Teachers may wear a face shield or protective glasses as well if they choose. The school will purchase those.

No one may enter the building without a mask. A sign is posted on the front door and will be on the delivery door as well.

Students are required to wear a mask when in classrooms, hallways, bathrooms, offices, and cafeteria. If masks come off for a snack, they go back on before a child leaves his/her desk to throw out trash. Students may remove masks for meals and snacks. Again, teachers will be encouraged to build in time for mask breaks.

Children must wear a mask on the buses, to enter school each day, and to dismiss in the afternoon. Parents are asked to send in an additional mask in a labeled baggie for the child's locker in case of an emergency during the day. We ask that parents wear a mask in the car when they drop their children off and come for them at dismissal time for the safety of the staff who go to the car to greet the children in the morning and send them home in the afternoon.

PPE has been purchased for the two nurses who share the work week and the two food service staff in the kitchen. This includes masks, gloves, face shields, and gowns. We have a supply of masks on hand for children and adults who forget a mask or need a replacement during the day.

Social Distancing

Procedures are in place in all areas for all staff, students, and visitors to the school. This includes delivery of mail, instructional and maintenance supplies, and food for meals. Floor decals are in all hallways, placed six feet apart. There are signs placed along every stairway and landing to show how many steps children should keep apart.

Classroom desks will be spaced six feet apart again this year and all students will face the front of the room. In the Specials areas and cafeteria, students will be seated a safe distance of six feet apart.

Protective shields are in the offices: one on the counter in the main office, one in the business office, and one in the principal's office. Shields are also on classroom worktables, the AIS room tables/desks, art room tables, and cafeteria. Divider shields are on tables in the preschool and kindergarten rooms.

There is a tall standing sign outside the main office indicating that no one goes past that area. Parents still will not be able to walk their little ones to their classrooms each day. All visitors must report to the main office. Deliveries of maintenance supplies and food are made at a designated back door.

Arrival procedures changed last year and will continue. Students arriving by car will enter through a different door from those riding buses to keep safe social distancing.

All Specials classes – Art, Music, Library, PE, and Technology – will be half classes if a grade's enrollment is large to maintain distancing space in those rooms. The music and PE teachers will be creative with spacing in their classes and with the use of instruments and equipment. In the nice weather, music could be outside in the playground area so students can be distanced 12 feet apart to be able to sing!

Spacing in the staff lunchroom was a concern, so last year we chose another area to set up as a second lunch space. This way staff can be more distant while eating lunch and taking a break.

Although the main office is large, we wanted to minimize traffic there at any given time. Students no longer go to the office to pick up mail in their teachers' mailboxes. Only teachers or classroom aides will take the mail out of those boxes.

Teaching and Learning

Nazareth offers an integrated and enriched curriculum in a faith-filled environment. Hand-in-hand with families, we seek to educate the whole child, encouraging each student to reach his or her academic potential, and to grow spiritually, socially, and emotionally. Our students learn to embrace diversity, make choices based on Christian values, and to be of service to others. Our mission remains the same whether learning takes place in school or remotely.

To accomplish our mission:

- The Nazareth faculty and staff are dedicated to providing a high-quality education to students in Preschool through Grade 6. We believe learning should be meaningful and exciting so students are actively engaged in their learning process.
- We strive to reflect in our school the diversity of our world and welcome students of all ethnicities, faith heritages, cultural, and socioeconomic backgrounds.
- Students learn they are part of the global community and that we each have a responsibility to respect all life, understand various cultures, and help make this a more peaceful and just world.

The goal is for all students at Nazareth to *thrive*, not just survive! Some transfer in each year from other schools, especially in the city, where they have not been successful. We have AIS intervention teachers who provide extra support to students in ELA and Math.

Faculty meetings will be twice a month, or more frequently as needed, while school is in session. If distance learning becomes the instructional model at any time during the year, there will be weekly faculty meetings through Zoom as in the winter/spring of 2020.

Teachers and parents will keep the lines of communication open using Google Classroom, email, DoJo, text, and phone calls. As needed, there could be a Zoom meeting or in-person meeting. If in-person, the masks and social distancing requirements remain in place.

Instructional Program

In-person instruction is our first choice given the age of our students, the situation of families, our smaller enrollment, and the size of our classrooms. Many parents have returned to work, so staying home every day, or for a few days a week, may not be an option for them. Doing lessons at night or on weekends when parents are home to help will only widen learning gaps and cause greater social emotional concerns.

Teachers at the elementary level develop bonds quickly with their students. Students need that in-person support, instruction, and guidance.

If the governor or county health department determine that schools need to close for a short time, we will provide quality distance learning, building on and enriching our experiences from the 2020-2021 school year. We are prepared to be flexible if we need to shift quickly to distance learning.

Teachers will continue to use Google Classroom and other Google tools whether in school or teaching from home. They will return to Zooming with classes and videotaping lessons if we go back to distance learning.

If all return to distance learning, students will be expected to be online every day, and we will ask for parental support in making this happen.

For a parent who opts out of in-person instruction due to a child's serious medical condition, it will be required that the student is online every day during regular schools hours to work on lessons and Zoom with a teacher when schedules allow.

Faculty meetings will provide the opportunity to discuss curriculum and assessment, creative scheduling, new practices and procedures, and more as changes dictate.

Two classrooms will be switched this year to meet social distancing requirements.

Again, we are capping the size of our classes to ensure safe social distancing. There will be waiting lists if needed.

When we open September 8 for in-person instruction:

- The first days will be mainly teachers and students getting to know one another, adjusting to being back in a school structure and routine again, and training/reviewing with students the procedures for health and safety.
- Teachers will identify and prioritize the most important NYS Learning Standards at each level. These standards will be the guide for lesson planning if we have to go to distance learning, too.
- In order to determine student growth, teachers will use a variety of assessments.
- Teachers will spend the first weeks reviewing last quarter material in creative ways to engage their students and to build their self-confidence as learners. This provides an opportunity to assess skills and knowledge of the new students, also.
- Lesson plans will continue to be submitted to the principal on a regular basis or will be available weekly on Google Classroom.

Attendance

All teachers will take attendance daily through our MSP database. The same policy will continue that parents must call the office by 9 a.m. if a child is not coming into school. If a call is not received, the nurse will follow up.

Preschool and Kindergarten

Nazareth runs a small preschool program for three- and four-year olds and has one kindergarten classroom. The preschool classroom has two aides to assist the teacher.

Nazareth is registered and licensed with the NYS Office of Children and Family Services. We follow their directives very closely. All staff connected with the preschool have completed the newest NYS forms and are in process of background checks and fingerprinting.

We will follow all guidelines set forth by the NYS Department of Health in our preschool and kindergarten programs.

- The children will no longer gather closely on the carpets for any whole group instruction.
- Students will be at tables, although in fewer numbers, with protective shields in place.
- Children will only eat meals provided by the food service staff, or their own lunches from home. The school will provide approved snacks.
- The aides will walk the children to the bathrooms to guide them with hand washing and spacing in line outside the bathroom as they wait their turn.

- Each child will have his/her own napping mat in the preschool. These will be sanitized daily. At break times or on weekends, the mats will go home for additional cleaning.
- Centers in both PK and kindergarten will be fewer and set up so a number of children are not in one center at the same time. There will be individual sets of materials assigned to each child to use in a center. Centers are to be sanitized regularly.
- There will be hand sanitizer in the rooms for the children to use after a center activity.
- Although preschoolers and kindergarteners love hugs and like to hold hands when walking, these will not be possible during the COVID pandemic. The teachers will explain and keep reminding the children why it is important for all of us to keep our hands to ourselves.
- The teachers will provide lessons and activities on their Google Classrooms if we have return to distance learning at any time. They will be mindful of the attention spans of the little ones and will assign learning activities that do not always involve the computer. The teachers will connect with parents and the children via Zoom.
- Each classroom will be its own cohort and will not mingle with other classes during this COVID crisis.

Grades 1-6

We will follow all guidelines set forth by the NYS DOH and NYSED in Grades 1-6.

- Teachers will do re-entry assessing once students have settled in to determine their reading and math levels. There are always some academic setbacks in the summer, so we expect greater gaps in skills and knowledge for some students whether in school last year or remote last year. (Only a very small number were remote.)
- We will use the iReady assessments as a base line, plus individual teachers' assessments.
- Teacher narratives on the final progress reports in June will help each teacher know what was taught remotely last year to students.
- Students will use Chromebooks regularly in the classroom. More training in the use of them will take place. Each student in Grades K-6 will have his/her own to use in school. Each will be assigned a loaned Chromebook so students do not have to share.
- If another closure period is necessary, the Chromebooks will go home with the students for daily instruction and assignments. The children will already know their teachers' expectations, understand how to turn in assignments, view teachers' videos, and take tests on the Chromebooks. We want the transition from in-person instruction and learning to distance learning to be a smooth one so that continuity of learning remains strong.
- Guidance will be offered to parents on the use of Chromebooks and Google Classroom if needed.

Classrooms

Desks will be spaced six feet apart and all facing the front in Grades 1-6. Safe and secure dividers are on the tables in the kindergarten and preschool. Fewer numbers will sit at each table. Classrooms and materials will be disinfected daily.

If a teacher or support staff works one-on-one with a child in the classroom, there will be a shield between them, or they will be six feet apart with each wearing a mask. In the AIS classrooms, students will be at separate tables or desks, unless there is a protective shield. The numbers in the groups will remain smaller. Schedules will be adjusted to meet all students' learning needs with safety always in mind.

Specials

Larger classes are split in half for the Specials classes.

If students go to the **Technology** lab weekly for required instruction in Technology, they sit apart with only half a class in the lab at a time. The computer equipment and stations are wiped and disinfected between every class.

The **Art** room was rearranged last year to create more space; extra materials, and drying racks were located in a nearby room. There are shields to separate students at the art tables.

The **Music** room is in a larger space and only half classes will attend at one time. When instruments are played – such as drums, triangles, and rhythm sticks – the teacher disinfects them after each class. Each student in Grades 3 and 4 will have their own personal recorder and case. Singing will only take place if the children can be 12 feet apart such as on the playground area or in the gym.

The **Library** has fewer tables, and there will be no instruction on the carpet for the younger ones during this pandemic. The librarian will go to the homerooms for instruction and story time. Only a few students at one time will be in the library to take out books. Books will continue to be disinfected when they are returned.

The **PE** teacher will designate spaces for each student to exercise for social distancing. Lessons will focus on safety and distancing requirements. PE equipment will be disinfected between classes.

Each teacher of a Special Area subject – Art, Library, Music, Physical Education, and Technology – will have additional plans in place for remote learning. These can include online lessons with the teacher, use of You Tube and videos, as well as activities and projects using materials found at home. All plans will be posted on each teacher's Google Classroom.

These teachers will be available for Zoom class meetings and individual Zoom meetings. They will also be available to parents via email, text, phone, and Zoom.

Other Procedures/Plans for all Levels

Teachers will determine their own classroom procedures for students turning in work and using classroom materials in a safe way.

All children will have a zippered pouch holding their pencils, crayons, markers, scissors, etc. These pouches will go with them, for example to Art. There will be no common baskets of supplies in the classrooms.

Each student will supply his/her own water bottle. The drinking fountains are off limits.

Students will go to lockers and cubbies in a staggered fashion determined by each teacher so no students are next to each other.

The Fifth and Sixth Grade teachers share the teaching of the core subjects. Students will not pass classes this year, but the teachers will switch rooms to eliminate any congestion in the hallway.

Our social worker often met with small groups of students who had common needs. That number will still be greatly limited for safety reasons. Most sessions will be one-on-one. Lunch-Bunch gatherings will not take place until this crisis is over.

Each class will be its own cohort, except perhaps Grade 3. There may be times when they interact a bit with each other, ex. on the playground or at lunch.

No more than two students will use the bathrooms at a time. Each student will have a personal bathroom pass so it is known from the hallway when two students are in the bathroom. Those in line will wait six feet apart on the floor markers until the next child comes out.

Schedules for Specials classes and meals will be staggered so classes are not passing through the halls at the same time.

There will be enough time between lunch shifts so tables and common surfaces in the cafeteria can be properly disinfected.

All teachers— including Early Childhood, Grades 1-6, Special Area teachers, and AIS teachers – will have additional plans ready so lessons can be posted on their Google Classrooms and teacher web pages if we return quickly to distance learning.

Until the worst is over with COVID, no Service Scholars from St. John Fisher College will work in our school.

Other Areas

Gymnasiums and Worship Spaces:

Students will be spaced when they are in the gym/school hall for classes. Warm-ups, lessons, and use of equipment will meet spacing and safety requirements. School assemblies in the gym will take place either virtually in classrooms or in small groups this year.

We do not have a common worship space in this building. We do have a prayer request book in the main hall for all to write in. This practice is on hold until the crisis is over.

Outdoor Play Spaces:

There are scheduled class times on the playground so no two classes are out there at the same time. The children will use hand sanitizer before and after using the playground. They will learn to keep a safe distance from each other when playing. Maintenance staff wipe down the playground equipment regularly.

Spaces Where Other Groups Congregate:

NO outside groups use our building.

No school events outside of the regular school day, such as the Family Fall Festival, will take place this fall. We cancelled some events for the fall and postponed others until perhaps second semester.

Vulnerable Populations and Accommodations

For vulnerable persons on staff, extra PPE will be available – i.e. face shields over masks and/or protective glasses. Gowns will be available for the nurses and kitchen staff.

For children with compromised immune systems or who are medically fragile, there will be an opportunity to continue distance learning for the short term. This will be re-evaluated each quarter.

Lessons taught in person will also be on Google Classroom. The children at home will work daily on their lessons during school hours and submit assignments to the teachers for feedback and assessment. Individual teachers will work out a weekly Zoom schedule with the children to conference, instruct, and answer questions. The goal is the health and safety of the children while addressing all learning needs. We want the children to continue to grow and flourish.

The Academic Intervention teachers and the Special Ed teachers will also provide the same support if a child cannot be in school.

For those students who do return to school and receive AIS or Special Ed services, they will receive those services in smaller groups so they can be spaced six feet apart. The daily schedule will vary to reflect this change. Teachers and students will wear masks and use hand sanitizer. Teachers will disinfect between each group of students coming for support.

For those students who do return to school and receive extra services from the district – such as Speech, PT, or OT – there will be a room set aside for the service provider to service those children one-on-one. The RCSD Special Ed staff will be required to follow all Nazareth’s health and safety protocols.

Social Emotional Learning

Aware of the unprecedented challenges facing our children, families, and staff we will be more mindful than ever of the importance of community as a school. Nazareth offers a warm, welcoming, and supportive environment. Staff, students, and families are there for each other in good times and difficult times. Nazareth will continue to provide intentional and meaningful inclusion of social emotional learning (SEL) across all aspects of the school day.

Students learn best when they are mentally, socially, and emotionally strong. As a Catholic school, we are also able to integrate Christian values, prayer, and meditation into our daily lives as a source of peace, comfort, and strength

Workshops and resources will assist staff, parents, and students throughout the year. We have worked in the past with Center for Youth, The Children’s Institute, and Jemz Empowerment for Girls, and will continue to do so using Title and CARES Act funding. We will seek other sources as well when needed. Nazareth also works with Saints Place, a non-profit organization, to provide clothes and furniture for families in great need. St. Joseph’s Neighborhood Center is a resource for parents without insurance.

The faculty and our social worker discussed the health of the children at our Zoom meetings during the closure in preparation for opening in the fall of 2020. These discussions continued at faculty meetings last year. The students remain at various stages of dealing with the COVID pandemic – illness, isolation, worries about loved ones and the coronavirus, home situations, and reentry into school. There will be support for the mental, behavioral, and emotional health of students through our social worker and faculty.

Our social worker provided community resources for families both online and in newsletters last year, and she will continue to do so. She also makes resources available to faculty and is there to support them. Faculty and staff will need continued support for themselves, and the social worker is a great resource to help teachers with the students in their classes.

Being small, our social worker is able to reach many children in a given day. That will continue.

Along with our social worker and teachers, the principal, nurses, and AIS teachers are a part of the team to support the social, emotional, physical, and academic needs of the students.

All those working with the children, including classroom aides, are encouraged to take part in additional professional development workshops throughout the year on SEL. Sharing with each other will take place at faculty meetings.

We anticipate the opening weeks will have a longer orientation and transition time than usual since we have new students coming from districts that were hybrid all last year, and we have a few of our own students returning who were remote all year.

As a small faith community, our entire staff (office, maintenance, kitchen, cafeteria, nurses, and faculty) gather before school begins each year to pray, review our mission, and plan together. Every staff

member draws a name for a Prayer Partner as another way to support one another throughout the year. Our gathering takes place the end of August to have time to discuss the needs and challenges and to review the protocols in place last year and continuing this year.

Child Nutrition Program and Services

Food Services:

Our Food Service Director stays on top of the national, state, and local guidelines for the health and safety of all. She attends Zoom summer workshops and participates in webinars to stay updated on the regulations. She completes all required forms and remains in compliance with the Child Nutrition Program and local health department requirements.

Nazareth participates in the Child Food Nutrition Program. All food is prepared on site by our Food Service Director and her assistant, not brought in from the district. Being a city school in the Rochester City School District, we are part of the Community Eligibility Program. Free breakfast and lunch are available for every child

Our Food Service Director established last year a different setup when students arrived for their meals. Only the two kitchen staff, wearing masks, gloves and aprons, handled the students' choices and filled each tray with food and drink. Students keep six feet apart in the food service line following decals on the floor. There is a shield between the students, food, and service providers.

Prior to opening, there are meetings with the cafeteria and kitchen staff to discuss all safety protocols.

Cafeteria:

Our cafeteria is large, so we are able to provide lunches there. There are shields separating students at every table. We added a fourth lunch shift to the schedule so the children can be spaced out more.

The breakfast procedures allow for social distancing and disinfecting tables between students. The younger grades report to their homerooms first and the older students go right down to breakfast. Students in Grades 3-6 take their breakfast trays up to their classrooms to eliminate congestion in the cafeteria at breakfast.

Students use hand sanitizer either as they leave their classrooms or as they enter the cafeteria hallway. At the end of lunch, each child uses hand sanitizer again for the protection of all, but especially for those with allergies. They also use a baby wipe for their face and hands.

Masks remain on until each child is seated and ready to eat. Staff supervising the cafeteria guide the children to their seats that are spaced apart. The shields on the tables keep the students safe as they eat, but allows them to see each other and chat safely. Those working the cafeteria will continue to handle all condiments, napkins, and utensils, wearing gloves at all times. The procedure for throwing away trash is that the adults take the trash from the tables as students finish eating rather than each student getting up to throw out his/her trash. The least amount of movement by the children is the goal.

Students with food allergies have separate seating from others in the cafeteria.

Cafeteria workers will wipe and disinfect all tables, benches, and common areas after each meal shift. Lunch times are spaced farther apart to allow enough time for thorough cleaning and disinfecting. After the last shift, the maintenance staff will thoroughly clean and disinfect the cafeteria and kitchen.

Nazareth offers free breakfast and lunch to every child as part of the Community Eligibility Program. It is a school policy that students only eat the food on their own trays or the lunches they bring from home. There is no sharing of food.

During the winter/spring closure of 2020, food distribution centers were set up by districts around the community. We shared those available sites with our parents. If the county has to go back to distance learning, we anticipate the same process.

Extracurricular Programs

After-School clubs

In pre-COVID days, clubs ran once a week for 6-8 weeks throughout the year. When clubs are possible again, teachers who choose to run a club, ex. science club, will limit the size of the group to allow for safe distancing. Those teachers will still be responsible for disinfecting the area and materials afterward. A decision of what clubs, if any, can begin this year will be determined later. We will watch the number of COVID cases in the county and the vaccination rates.

We have a 100-Mile Club that runs all year, but do not have a sports program. If this club takes place, the number of participants will be limited to meet required social distancing mandates. We may wait for second semester to start this club.

As during the school day, all staff and students will wear masks after school. Hand sanitizers will be in place and hand washing stressed. Teachers will take the children out to the car line after a club so parents do not enter the building. A new sign-out system was established for the safety of everyone.

After-School Care:

Nazareth has an Extended Care Program (ECP) until 4 p.m. to help parents who work. Students are spaced out for homework and indoor play. We will watch the ECP registrations closely and limit the number in the program based on room size, social distancing requirements, and staffing. The younger students will be in a separate room from the older students if numbers dictate that. The playground and gym will be available for small groups of ECP children to play.

Facilities

Our maintenance staff was already doing extra cleaning and disinfecting during the day back in February and early March 2020. This included frequently wiping down railings and doorknobs. They are well aware that this vigilant routine must continue.

Additional cleaning and disinfecting supplies have been ordered for classrooms, offices, bathrooms, cafeteria, and general areas. There are hand sanitizer stations around the building.

The water system was checked when we returned to the building mid-June 2020. The entire building received a thorough cleaning at that time, even though only office staff and maintenance staff were working. Since the building is an old one, windows in every room were checked for safety. (The parish is aware of the need to obtain a grant to replace the windows.) The ceiling fans in classrooms and offices are cleaned well each summer. These run at low speed as needed. Classroom doors are open for cross ventilation. There is an AC system in the gym and cafeteria. The parish is responsible for its upkeep.

Hygiene, Cleaning, and Disinfection:

Faculty and staff will be reminded of the proper procedures and protocols for cleaning and sanitizing at our opening meeting. This was communicated to them in their early August letter, too.

Maintenance staff will adhere to hygiene cleaning and disinfecting requirements from the CDC and NYSDOH. Daily logs will continue to be maintained to identify cleaning and disinfection frequency in the bathrooms. Maintenance staff will continue their practice of wiping down stairway railings and doorknobs everywhere during the day.

Classrooms, offices, and other areas have cleaning supplies available, such as Clorox wipes, disinfecting sprays, and hand sanitizers, for use during the day. Maintenance staff clean classrooms well at the end of each day. Necessary cleaning supplies are in the cafeteria.

The maintenance staff cleans the playground on a regular basis. The librarian is careful to disinfect borrowed books. Lab computer stations and equipment are disinfected after each group uses them.

There is signage in all student and staff bathrooms with reminders about proper handwashing.

Ventilation

Nazareth will be mindful of increasing ventilation with outdoor air to the greatest extent possible while maintaining healthy and safety protocols. There are ceiling fans in each room that can be used on low. Classroom doors remain open most of the day for cross-ventilation.

Fire Code Compliance

We comply each year with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC). Our annual inspection was in summer 2021.

Doorways

Our stair and corridor doors are open for ventilation. These doors remain in the open position and automatically release to close by the fire alarm system. Our classroom and office doors remain open unless there is a drill or emergency.

Emergency Drills

We will conduct standard operations and procedures to the best of our ability following current requirements. Social distancing protocols during the pandemic have forced us to alter the way we do lockdowns.

Transportation

Nazareth draws students from 8-10 districts each year. The arrival and dismissal schedules are determined by each district. We will talk with the students at the start of school asking for their cooperation in following all bus rules, including keeping their masks on and staying in their assigned seats. We will help them understand the reasons behind these requirements.

At the start of school, we encourage parents who are able to transport their children for safety reasons. All children must wear a mask when exiting the cars. We ask that parents also have their masks on for the safety of the staff greeting children at the cars.

Staff supervise at the buses and cars to guide the children into school and at dismissal. There are now two entrances for safety – one for buses and one for cars. The children from the buses enter through the front door and those from cars through a side door off the parking lot. This prevents the children from buses and cars entering through the front door at the same time as in the past. Parents of younger children will not be able to walk their children to their classrooms each day. Staff will help guide the children.

Communications

We have read and reviewed the guidance documents from the CDC and the NYSED. Opening plans for 2021-2022 are posted on our website for parents and staff. They will be reviewed with Nazareth's

faculty and staff as well. We have already communicated the highlights of our protocols in August letters to our parents and staff.

We engaged the school administration and faculty/staff in the development of revised plans through ongoing discussions, reflections, and adjustments during the last school year. There have been communications among Monroe County principals of nonpublic schools and the Diocese of Rochester Superintendent. Parents' questions, concerns, and input also added to our plan.

All students, faculty, staff, and visitors must adhere to CDC/DOH guidance regarding the use of PPE, specifically face coverings, and social distancing. Reminders are given frequently through written communications, meetings, and lots of signage all around the school.

All new staff will receive training on the COVID-19 protocols at Nazareth, including, but not limited to, frequent hand washing, personal hygiene, wearing of proper face coverings, social distancing, and respiratory hygiene prior to the opening of school. All students will receive training and review during the opening days.

Ongoing Communication: Faculty, staff, and parents received information about the opening of school during the summer. Since we were open full time last year, parents trust the protocols we have kept in place.

Updates are sent periodically to the Sisters of St. Joseph, our benefactors/donors, and to alumni. All have shown great interest in the well-being of Nazareth through this pandemic. This past year they received updates on the shift to distance learning when needed for a week, the incredible hard work of the faculty and staff during these challenging times in education, ways we celebrated differently, the adjustment of children and families to distance learning, enrollment numbers, and more.

Communications to parents and friends of Nazareth will continue through emails, mail, and our website. Monthly newsletters to parents will include updates and reminders about regulations and protocols. Faculty meeting discussions will help us discuss and monitor the protocols this year.

Handbooks for faculty, staff, and parents were updated to reflect the latest health and safety procedures and protocols.

The principal along with the office staff and nurses will communicate mandated procedures and protocols through signage at doors, on floors and walls, updates on our website, email communications to parents, faculty and staff meetings, and memos. The principal and school nurses will work closely with the head nurse at our neighboring school, Aquinas Institute, re: procedures, strategies, parent communications, and monitoring of local health conditions. Our school nurse will remain in close communication with the Monroe County Health Department.

Monitoring of Health Conditions

Monitoring includes protocols and procedures to track health conditions at school. There will be staff health screening daily, including temperature checks. Students will have their temperatures checked as they enter each day. Temperatures are checked when any visitor comes to the main office. We are not allowing volunteers in the school while COVID remains a concern in the area. No parents or other visitors are allowed past the main office or business office.

There is a daily screening questionnaire on a Chromebook at each entrance for faculty and staff reporting to school. We ask parents to do a COVID health screening before their children leave home each day. Our head nurse communicates the list of symptoms and the steps for parents to take. The screening check helps determine whether the individual has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19
- Tested positive through a diagnostic test for COVID-19 in the past 14 days
- Experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days
- Traveled internationally or from a state with widespread community transmission of COVID-19.

Our two nurses refer to Monroe County Dept. of Health and CDC guidance on “Symptoms of Coronavirus” for the most up-to-date information on symptoms associated with COVID-19. They understand that the manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptom.

The nurses monitor absences and identify early warning signs that the level of COVID-19 transmission may be increasing in the school setting beyond an acceptable level, as defined by state and local health departments. The nurse and/or the principal modify routine practices as needed. These could include classroom procedures, schedules, frequency of cleaning and disinfecting, movement throughout the day, and more as needed prior to instituting a school-wide closure to help mitigate a rise in cases.

There are specific protocols developed by the nurses, in consultation with the head nurse from Aquinas Institute, for asthma-related acute respiratory treatment care.

In case of a positive test, the school nurses works with the Monroe County Department of Health to help trace all contacts of an individual, in accordance with the New York State Contact Tracing Program. As dictated by federal/state law/regulations, we maintain confidentiality.

The head nurse reports any case/exposure to the virus and informs the principal. Parents are alerted if their children have come into close or proximate contact with a person with COVID-19.

We follow the Monroe County Health Department guidelines on:

- Plans for if/when COVID19 cases are discovered, including closing areas/classes where individuals were infected, or closing the entire school for 24 hours or longer
- Requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This return to learning protocol will include documentation from a health care provider evaluation, negative COVID-19 testing and symptom resolution, or a COVID-19 Positive Release from Isolation form.

The nurse will notify the state and local health department, as well as the principal, about any case if diagnostic test results are positive for COVID-19.

There was random testing twice a month on staff and students last year. We anticipate there will be the need again this year.

Containment of Potential Transmission of the 2019 Novel Coronavirus (Covid-19)

Any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F, will not remain at school. Children and adults will be immediately sent home with instructions to contact their health care provider for assessment and testing.

A student going home stays in an isolation area. The nurse supervises the child until someone can pick him/her up.

If an adult shows symptoms, arrangements are made for that person to leave at once and for his/her class or other responsibilities to be covered.

Any volunteer, visitor, or vendor with a temperature or any symptoms must leave the premises immediately and cannot enter any further into the building.

Note: Our nurse's office is a large room that has another smaller room inside of it. This smaller room is the isolation area.

When a parent arrives for a sick child, the entrance is the door closest to the nurse's office. The nurse records the name of the parent, date, and time of pickup.

For an exposed area/s, all staff and students will be moved at once to a different location within the school. If it is a classroom, the gym may be converted to classroom use for instruction for a short period of time until the area is completely safe. The maintenance staff will use strict safety measures to clean and disinfect well.

All rooms, offices, and common areas receive an electrostatic spray each day after school.

Return to In-Person Learning

Infected Individuals

Discharge from isolation requires medical approval. A return to school requires written medical approval in coordination with the Monroe County Health Department.

Exposed Individuals

Individuals exposed to the COVID-19 virus must complete the required quarantine period as determined by the Monroe County Health Department. Discharge from quarantine and return to school will be in coordination with the Monroe County Health Department.

The principal will communicate with faculty, staff, parents, and the Sisters of St. Joseph Leadership, if necessary, the steps taken to safely clean and disinfect an exposed area, so students and staff can safely return to those areas.

Contact Tracing

Nazareth Elementary will work with the Monroe County Health Department in contact tracing efforts following their advice and guidance, along with the tools provided through the New York State Contact Tracing Program.

Closure of School Facilities and In-Person Instruction, if Necessitated by Widespread Virus Transmission

Nazareth Elementary will follow the guidance of the Monroe County Health Department regarding the closure of school for 24 hours, a short period of time, or longer.

The principal will communicate any in-person changes to faculty, staff, and parents. RCSD will receive notice as well. All districts serving Nazareth will be notified for busing purposes.

Teachers will immediately begin distance learning with their classes. This will include the Special Education teachers from the RCSD. Students will take home their Chromebooks and other needed instructional materials.

The Food Service Director will determine a plan to send food home with families in need if we are going to be closed for an extended period of time.

Operational Activity:

- The length of time of closure will determine personnel working in the building or remotely, and which operations will be put on hold.
- The reason for the closure will help in personnel decision-making. A short-term closure because of cases at school vs the health department closing all schools will make a difference in the next steps of operation.
- The principal, administrative assistants, business manager, and Food Service Director will continue working at school unless it is deemed unsafe to do so.
- The situation of a COVID spread or not will determine whether teachers work from their classrooms where they have easy access to all instructional materials, the SmartBoard, and more, or if they work from home.
- Maintenance staff will continue working at school depending on the length of time out or unless it is deemed unsafe to do so.

Resources

Guidance Documents:

- NYS Department of Health Pre-K to Grade 12 School Master Guidance (Issued July 13, 2020) [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#)
- NYS Education Department Recovering, Rebuilding, and Renewing; The Spirit of New York's Schools: Reopening Guidance (July 16, 2020) <http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-schoolreopening-guidance.pdf>
- New York State Reopening Guidance for Religious and Independent Schools – New York State Office of Religious and Independent Schools, NYSED (July 27, 2020)
- Monroe County Department of Health Memo on NYS Requirements for Reopening Schools, Dr. Michael Mendoza, Commissioner of Public Health (July 20, 2020)

Other Resources:

- New York State Department Of Health (NYSDOH) - Interim Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19: <https://sunypoly.edu/sites/default/files/health-alerts/COVID-19-School-Cleaning-GuidanceFINAL.PDF>
- Monroe County Department of Health – <https://www2.monroecounty.gov/health-COVID-19>
- Center for Disease Control Interim Guidance for Administrators of US K-12 Schools and Child Care Programs: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-forschools.html>
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>